



CALIFORNIA INSTITUTE FOR REGENERATIVE MEDICINE

California Institute for Regenerative Medicine (CIRM)

Chief Human Resources Officer

CIRM, which was established as a result of the passage of Proposition 71, the California Stem Cell and Cures Initiative, will provide up to \$3 billion over ten years in grants and loans to California research institutions for research on stem cells.

CIRM seeks an outstanding Human Resources professional responsible for the administration, coordination, and evaluation of the human resources function for CIRM. He/She will initiate, direct, manage, and supervise all aspects of human resource issues, programs and policies of the California Institute for Regenerative Medicine. He/She will make recommendations to senior management for improvement of CIRM's policies, procedures, and practices on personnel matters. He/She will communicate changes in CIRM personnel policies and procedures and insure proper compliance is followed. He/She will interface with all staff on related human resources issues. He/She will consult with internal and external legal counsel, when appropriate. He/She will assist senior management in the annual review, preparation and administration of CIRM's wage and salary program. He/She will participate on committees and special projects, as appropriate.

Qualifications:

- Bachelor's degree in human resources or related field and ten years experience in human resources or an equivalent combination of education and experience.
- Knowledge of various human resource areas including recruitment, employee relations, compensation, benefits and disability management.
- Knowledge of all applicable federal and state employment laws such as Title VII, FEHA, FLSA, ADA and other related laws.
- Ability to work as part of a team.
- Ability to demonstrate good organizational skills, and the ability to plan and act independently on projects with minimal supervision.
- Ability to work in a fast-paced environment.
- Ability to communicate effectively in writing and in oral presentations.
- Knowledge of management principles and practices, including goal setting, employee performance evaluations, development, supervision, conflict resolution and problem solving.

Desired Qualifications:

- Master's Degree in Human Resources or related field.
- Experience with the State of California employment practices.
- SPHR certification



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HOW TO APPLY: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, P.O. Box 99740 Emeryville, CA 94662-9740

CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.